

PURPOSE

Frederick County, Maryland (hereinafter referred to as “the County”) is soliciting Request for Proposals (RFP) from Prospective Proposers and shall be responsible for having full knowledge of this project and all issues affecting it.

The successful Proposer will provide Commissary Services to the Frederick County Adult Detention Center located at 7300 Marcie’s Choice Lane, Frederick, Maryland 21703 in accordance with all Federal, State, local law and ordinances, and all Frederick County Adult Detention Center **policies**. The Frederick County Sheriff’s Office is responsible for the housing of inmates in the Frederick County Detention Center and is responsible for providing a commissary to individuals incarcerated in this facility. The Frederick County Detention Center has a capacity of 527 inmates. The average daily population of the jail is approximately 430. As of July 31, there are currently 390 inmates incarcerated. It is estimated that at any time forty percent (40%) of the inmates are indigent.

Commissary Services must be provided in an efficient and effective manner to insure the security of the facilities, staff and inmates; and, to obtain a quality Inmate Trust Fund Accounting System that adequately meets the accounting needs of the inmate population.

The Proposer must design, engineer, write, own, install, and support its software and kiosks. None of these factors should be performed, supported, or owned by a third party. At no additional cost to the County, the Contractor is responsible to provide all software and hardware necessary to perform the contract resulting from this RFP, for the duration of the contract. The Contractor is responsible to provide maintenance of the software and hardware to replace the hardware when required. No third party involvement will be allowed.

The resulting Contractor from this RFP is responsible for all costs associated with the Commissary Operation. The costs associated with the Inmate Trust Fund Accounting System will be covered by the price of the commissary products the Contractor charges the inmates. The Commissary Operation and Inmate Trust Fund Accounting System will not place any additional cost or responsibilities on the County. The County must receive a return of profit to the County’s Inmate Fund from commissary sales.

BACKGROUND

The Frederick County Adult Detention Center currently provides commissary services through contracted services with Swanson Services. The commissary software currently utilized is Swanson’s COBRA Banking System. The current commission net rate paid to the County is thirty-four (34) percent. Inmates housed in the Frederick County Detention Center are permitted to use money deposited into their personal inmate accounts to purchase personal

care and snack food items. The profits generated from the sale of these items are deposited into the Inmate Canteen Fund.

- A. Inmates order commissary items once per week, utilizing order forms. These purchases are limited to \$75 per week. Currently orders are picked up on Tuesday and delivered on Thursday. The funds to pay for these purchases are deducted from each inmate's account. **NOTE: No cash transactions are allowed.**
- B. Incoming Funds:
 - 1. To increase an inmate account a third party must mail a money order or cashier's check to the Detention Center. The funds are credited to the inmate account and deposits are made to the bank.
 - 2. When an inmate is booked into the County Jail any monies are counted and noted as incoming property. The funds are credited to the inmate account and deposits are made to the bank.
- C. Outgoing Funds:

A check is mailed to the ICE inmate after their release. A one-time debit card will be issued to other inmates.
- D. Sick Call:

If an inmate feels they must be seen by medical staff a request slip is completed and turned in to the deputy in charge. This information is entered into a computer and forwarded to medical staff. An appointment is scheduled and the inmate may be seen.